EMPLOYEE SPECIAL PAY ADJUSTMENT SCREEN ID: HTPSA EMPLOYEE NAME (For Reference Only) COMPANY --> EMPLOYEE NO --> PAGE NUMBER --> TRN CHECK NUMBER PERIOD BEGIN DATE PERIOD END DATE REAS CHECK DATE NET (5) (1) (2) HOURS SALARY / TRN LOC SEC Н FROM AMOUNT TAX WITHHELD FIT SIT LOCAL ST/LOC OTHER **GROSS** DI OASDI н SPECIAL PAY SPECIAL PAY NON-TAXABLE NO **HOURS AMOUNT** LABOR SPECIAL PAY SPECIAL PAY SU ST SEC AMOUNT NON-TAXABLE NO LOC HOURS LABOR TAXES NET TOTAL PAYS GROSS (1) Adjustment Indicator (3) OT (Overtime) Code SHADED AREAS NOT USED FOR INPUT AT THIS TIME (5) Hours Blank, + Positive Adjustment (Non-Paid) Blank, 0 Not Overtime Number of regular hours to update - 2 decimal Negative Adjustment (Non-Paid) OT1 If a 2 or 3 in the SH field - updates shift hours only Positive Update in Current Pay (Paid) OT2 (7) SP (Special Pay) Hours M Negative Update in Current Pay (Paid) (6) Salary/Amount Enter special pay hours - 2 decimal place Amount or Salary to be updated - enter as 2 decimal Only used for special pays that allow hours (2) YQ Indicator (4) SH (Shift) Code If a 2 or 3 in the SH field - updates shift amounts Blank Adjust Year, Quarter, and Month Fields 0 or 1 None Adjust Year fields only Second Shift (8) Special Pay Amount Adjust Year and Quarter fields only Enter special pay amount - 2 decimal place Q Third Shift Adjust Year and Prior Quarter fields only Form PR-6 Rev 10/04 Date Date Authorized Signature Keyed By